



Reckleford Community School and Children's Centre
Eastland Road
Yeovil
Somerset BA21 4ET
Tel: 01935 475938
Fax: 01935 431040

Email: Recklefordschool@educ.somerset.gov.uk
Headteacher: Vanessa May

ATTENDANCE 2017

Dear Parents / Carers,

Here are reminders of the School's and the Local authority's Attendance policy guidance:

- We aim for every child of school age to have 95% attendance. Attending school consistently has the best impact on progress.
- If your child is too unwell to attend school Parents must notify the school on the first day of their child's absence for illness so we can record the reason. If we are not informed this will be recorded as 'unauthorised'. Please try to phone before 9.30am.
- Any holidays during term-time must be requested on a 'holiday request' form – available from the office and be discussed with the Headteacher at least two weeks before the dates of the holiday.
- HOLIDAYS DURING TERM TIME WILL NOT BE AUTHORISED ,except in the most exceptional circumstances, and may result in a fine.
- Absence which has not been requested and the school suspects may be holiday may be recorded as unauthorised holiday unless medical evidence can be provided.
- 10 or more 'G' coded sessions (5 days of holiday) may be referred to the Attendance Officer and may result in a fine.
- Parents seeking medical treatment abroad will only be authorised if parents can provide evidence that this treatment is essential and cannot be provided in this country.
- Passports can be renewed in this country. Any families needing to renew passports will need to produce evidence in order for one day to be authorised.
- A period of absence from school requested by a parent which is not a holiday will be considered on a case by case basis. However, only the most exceptional circumstances might be authorised.
- Absence from school which is unexplained by the parent will be unauthorised.
- 10 or more unauthorised absences (5 days) within a 12 week period may be referred to the attendance officer and a warning penalty noticed may be issued. Your child's attendance will then be closely monitored for 3 weeks. Further



absence without medical evidence during this period will result in a penalty notice being issued.

- **Any child missing from school for 10 days without medical evidence will be reported to the Local Authority as a ‘missing child’.**
- **Children absent without reason or consent for an extended period may be removed from the ‘school role’.**

I will write to any parents who have unauthorised absences on their child’s record as a warning as to how close they are to the 10 sessions.

- **HEADLICE** – if your child has headlice they must still attend school. Treatment from the pharmacy or using conditioner and a comb is highly effective. Please tie your child’s hair back for school and inform your child’s teacher.

The impact that high levels of absence has upon children’s progress in school is significant. We want the best chances for the children who attend Reckleford and I must thank all those parents who always let us know when their child is unwell and who get their children to school on time every day that they are well enough to do so. We really do appreciate efforts that parents and carers make to support this issue.

Yours sincerely,

Vanessa May
Headteacher

